

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
TRANSPORTATION ENGINEERING TECHNICIAN	02/MAINTENANCE & OPERATIONS TRAFFIC MGMT	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TMC Operator	902-367-3175-	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general supervision of a Senior Transportation Engineer, the incumbent performs the following duties: Acts as a member of the Traffic Management Center (TMC), prepares Traffic Management Plans (TMPs), and provides backup for duties related to the Lane Closure System (LCS). Incumbent must possess a valid Class C California driver's license and will be subject to a background investigation due to utilization of CHP CAD information. Obtaining certification as a hazardous materials first responder through annual Caltrans training is desirable. TMC duties may require work outside of regularly scheduled hours.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Acts as a member of District 2's Traffic Management Center (TMC), primarily during day shift. Monitor and analyze real time traffic and highway data through the Districts CCTV's, RWIS's, CHP CAD, CHP Radio, TMCAL. Caltrans Dispatch and other inputs. Prepare and disseminate timely and accurate Traveler Information messages on various TMC devices such as changeable message signs and highway advisory radios. Operate various equipment and software in the TMC such as SOCCS, IRIS, TMCAL, HAR software, District weather information system, CHP Computer Aided Dispatch (CAD) System, telephone, fax and 2-way radio system. Maintain written and electronic records of TMC activities and highway conditions: maintain log of messages sent and received; and provide reports on highway conditions to District Office personnel, headquarters and the general public. Perform analysis of detour routing and delay timing both in real-time and contingency planning. Perform general clerical duties such as typing, distributing documents, answering telephones, taking messages, filing and processing reports. Provide brief relief coverage in the District 2 Communications Center as necessary. May require after-hour call outs.
40% E	Perform on an interdisciplinary team, developing project specific Traffic Management Plans (TMPs) and traffic management specifications as well as Major Corridor TMPs for all District 2 activities. Act as liaison to other Caltrans functional groups such as district design engineers, office engineers, system planning, project managers, construction engineers, resident engineers, encroachment permit inspectors, maintenance personnel, and local entities during the project initiation and design stages to ensure that effective traffic management strategies are incorporated into project plans, specifications and estimates. Review draft capital outlay scoping documents and project plans to determine potential traffic impacts due to the planned work. Gather and interpret highway and traffic data, including: highway characteristics, traffic AADT and peak hour volume, truck/vehicle percentages, maximum service flow, levels of service, and speed zones. Calculate and identify potential traffic impacts, including maximum delay for spot locations and total corridor for multiple projects and delay costs for duration of project (this task may involve traffic/delay simulation modeling). Identify and evaluate of mitigation measures and contingency plans that minimize traffic congestion, including; intra-project coordination, use and implementation of alternate routes (detours), demand management, etc. Assist in TMP workload management and review TMPs produced by others in the Traffic Management Office. Participate in public outreach education and community relations. Provide presentations/training to executive staff, local agencies and jurisdictions, and local media related to Traffic Management Office activities. Perform field reviews for construction, maintenance, and permit projects to ensure compliance with TMP requirements.

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10%	M	Provide backup duties for the District's LCS. Review, process, and approve all lane closure requests from construction, maintenance, and other personnel submitted through LCS for compliance with the provisions of the TMP, including the District Blanket TMP, and for conflicts with other projects. Interact with staff requesting lane closures as necessary to clarify requests and resolve closure conflicts. Locate and review census information in the requested lane closure area utilizing the Caltrans Performance Measurement System (PeMS), the Transportation System Network (TSN) database, and other local government data as appropriate. Elevate requests not in compliance with the TMP or in conflict to the District Traffic Manager. Produce and distribute the weekly LCS Report which summarizes all lane closure requests for the district. Assist and train construction, maintenance, and other personnel with inputting requests in LCS as needed, as well as administer the LCS accounts for all District 2 users.
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¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid Certificate of Registration as a Civil Engineer is desirable, but not required. A Class C driver's license is required.

Must have knowledge of the following:

Principles and practices of traffic engineering; Computer software applicable to traffic management; Engineering mathematics; Computers and their use; Department safety and health policies and procedures, including the California Code of Regulations, Title 8 Industrial Regulations, Safety Orders, Code of Safe Practices, and Safety Manual; Caltrans Injury and Illness Prevention Program; Caltrans Department Policies and Procedures. Deputy Directive 60-RI; Caltrans Standard Plans, Specifications, and the CAMUTCD; Project Development Process and District 2 highway and facilities.

Ability to:

Read and understand highway plans, drawings, and field data; Identify and evaluate the many complex factors that contribute to event-related traffic congestion, traffic flow characteristics, and cost-benefit comparison of traffic management strategies. Prepare and edit technical documents, reports and correspondence. Excellent writing skills required; Prepare effective strategic plans; Perform engineering calculations; Analyze situations quickly and accurately and take effective action. Correlate concept plans with physical conditions; Make effective oral presentations; Coordinate and correspond professionally, effectively, orally and in writing, with other Caltrans functional offices, local agencies and organizations, and the general public.

Personal Characteristics:

Manage time efficiently, Well-organized; Demonstrated commitment to continuous improvement; Customer focus.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for decisions necessary to complete the specific job assignments listed above. The consequences of inappropriate decisions and/or inaction could include the following: adverse effects to the form, function, and safety of highway facilities; less than optimum highway safety for the traveling public; and substantial costs and/or time delays to both the traveling public and to construction projects.

PUBLIC AND INTERNAL CONTACTS

Contact with the public can be frequent, primarily through phone and written contact, with occasional public presentations. Some presentations may be after normal working hours.

This position will require extensive contact within the District and North Region, including Design, Environmental, Office Engineer, Program Management, Right of Way, Advanced Planning, Construction, Permits, and Maintenance. Contact with Headquarters Traffic will be required on a regular basis.

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Contact will be required with local government, city, county, private engineering consultants, and other State agencies. The employee will occasionally contact industry representatives to transmit or obtain relevant engineering information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include occasional fieldwork, lifting up to 50 pounds and occasional driving for long periods. Incumbent may be required to travel in state, but the travel is not frequent.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations: recognize emotionally charged issues or problems: and display empathy to others.

Employee must have the ability to refrain from insubordination, follow supervisor's instructions, "get along" with supervisors and co-workers, avoid violent behavior, understand and follow Caltrans policies, and avoid disruptive or harassing behavior.

WORK ENVIRONMENT

At their base operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes, and drainage facilities. Incumbent will be required to travel and work outdoors on occasion and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE